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You may mail a written request and a photocopy fee of \$0.50 per page in the form of a check, travelers check, or money order made payable to "Clerk, U.S. Courts." Please include the case name, case number, and the title of the documents which you wish to have photocopied. In addition, please include your name, address, and telephone number. Mail your request to Clerk's Office USCA, Mail Remittance, 600 S. Maestri Pl., New Orleans, LA 70130 with a self-addressed stamped envelope.

Obtaining Page Counts

If you wish to obtain photocopies of court documents, but do not know the number of pages, call (504)310-7700. Please have the case number, case title, and description of document ready when you call. A member of the Clerk's office will give you a page count and postage estimate* for your self-addressed stamped envelope. The Clerk's office will not fax or e-mail copies to requesting parties.

| Pages | Ounces | Estimated Postage | Envelope Size |
|--------------|---------------|--------------------------|----------------------|
| 1 - 5 | 1 | \$.45 | Letter |
| 6 -10 | 1.2 - 1.8 | \$.65 | Letter |
| 12 -15 | 2.0 - 2.6 | \$.85 | Letter |
| 16 -18 | 3.0 - 3.3 | \$1.05 | 9.5 x 12" |
| 19 - 21 | 3.6 - 4.0 | \$1.50 | 9.5 x 12" |
| 22 - 27 | 4.2 - 5.0 | \$1.70 | 9.5 x 12" |
| 28 - 33 | 5.1 - 5.9 | \$1.90 | 9.5 x 12" |
| 34 - 39 | 6.1 - 6.9 | \$2.10 | 9.5 x 12" |
| 40 - 45 | 7.1 - 7.9 | \$2.30 | 9.5 x 12" |
| 46 - 51 | 8.0 - 8.9 | \$2.50 | 9.5 x 12" |
| 52 - 57 | 9.0 - 9.9 | \$2.70 | 9.5 x 12" |
| 58 - 60 | 10 - 10.3 | \$2.90 | 9.5 x 12" |

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